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Approved For Release 2004/05/05 : CIA-RDP57-00042A000100140009-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer  
Attention:   
FROM : Assistant Director for Operations

DATE: **FEB 17 1950**

SUBJECT: Translation service provided by Foreign Documents Division to OSO  
and OPC

1. Reference your informal discussion of this subject with Mrs.  
 the attached review is forwarded for your information.

2. Although technical complications prevent one from drawing extensive conclusions from these figures, we have made the following rough estimates based on the translation service provided to OSO (no calculations have been made for OPC):

a. With reference to the completed projects for OSO, an average number of 17 working days has been required per project, and the average number of pages in each project has been 20.3. During the past few months, the rate of completion of projects has been slowed up, partly by a heavier volume of requests from other CIA offices, and partly by a great increase in the amount of translation required by OSO. In November, December, and January, the numbers of pages were 652, 918, and 299, respectively, rather than the average of 310 pages per month, which was originally estimated by OSO.

b. The number of full-time translators required to fulfill the needs of OSO (as these are represented by OSO requirements on FDD) can be calculated only approximately, since it is based on the number of pages required and the number of pages which one translator can turn out in one day. The latter varies according to the language in question (from 9 for Portuguese or French to 4 for Chinese, Japanese or Arabic) and the facility of the individual translator, but a rough over-all average may be set at five pages per day.

OSO requirements from

1 January 1949 - 1 January 1950 = 3317 pages

3317 pages @ 5 per day = 663.4 work days

663.4 days @ 221 work days per year  
(allowing for leave, 6 days sick  
leave, and holidays)

= 3 full-time translators

c. In view of the range of 29 languages, shown in Para 2 of the attached as required by OSO, and the impossibility of finding 3

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translators who are each qualified in 10 different languages, it is obvious that the present system is more economical than the alternative assignment of translators directly to OSO.

3. Any discussion of these or the attached figures with OSO or OPC should be limited to the data given for the office with which the discussion is being held, and no comparison should be made between the amount or type of service rendered to each office.



GEORGE G. CAREY

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